

How to Approve Absence & Leave Request



1. Sign into LINQ's (Payroll)
2. Click on Timekeeper
3. Click on Mange Request
4. Fill out the Filter by section (ex. Request Type: Absence Request, Site: Your location, Date Range: pay period from payroll calendar)
5. Click Refresh
6. Review your employees request, at the bottom of the left hand side. (Shown as such)

<input type="checkbox"/>	5765	Williams	Nehemiah	3/17/2021	3/12/2021	Absence Re...	YES	Pending
<input type="checkbox"/>	5765	Williams	Nehemiah	3/11/2021	3/10/2021	Missed Cloc...	YES	Pending

Employee Request (Absence Request)

Employee: Williams, Nehemiah (5765)

Job: CLERICAL 12

Absence Type: SICK LEAVE

Start: 03/12/2021

End: 03/12/2021

Full/Half Day: n/a

Hours per day: 8.00

Sub Name: << SELECT SUB FROM LIST >>

not feeling well

Time Sheet

Employee

Absences

7. Approve or Decline the request.
8. If approving the request, first step is to click in the box by employee name, second you will need to click absences in bold print at bottom, then click create. This atomically Authorize this request. (Moves the entry to the employee's timesheet)

Employee Request (Absence Request)

Employee: Williams, Nehemiah (5765)

Job: CLERICAL 12

Absence Type: SICK LEAVE

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End: 03/12/2021

Full/Half Day: n/a

Hours per day: 8.00

Sub Name: << SELECT SUB FROM LIST >>

not feeling well

Time Sheet

Employee

Absences

View

Create

9. If Declining the request, first click in box beside the employee name and then click decline. You may add a reason in the box, so that your employees can read the reason why it was decline. (this is sent back to employee's timekeeper to review)